4th QS-MAPLE
FOURTH QS MIDDLE EAST AND AFRICA PROFESSIONAL LEADERS IN EDUCATION CONFERENCE AND EXHIBITION
www.qsmaple.org

Organizing partner:

KHALIFA UNIVERSITY

مجلس أبوظبي للتعليم
Abu Dhabi Education Council
Education First التعليم أولاً

4th QS-MAPLE Conference and Exhibition

6 – 8 May 2014
Dusit Thani Hotel
Abu Dhabi, United Arab Emirates

EXHIBITOR'S MANUAL

EXHIBITOR'S MANUAL

Name of exhibiting company:

_____

Name of contact person:

_____

Company address:

_____

_____

Telephone number: _____ Fax number: _____

E-mail address: _____

We acknowledge receipt of the Exhibitor's Service Manual for
"4th QS-MAPLE 2014" Exhibition

_____ _____

Signature / Company stamp Date

Please return this page by fax or email upon receipt of this Exhibitor Service Manual to:

4th QS-MAPLE 2014
c/o QS Asia Quacquarelli Symonds
20 Sin Ming Lane, Midview City
#02-61, Singapore 573968
Tel: (65) 6457 4822 Fax: (65) 6457 7832

Attention: Ms Crystal Tan
Email: crystal.tan@qs-asia.com

CONTENT

This Exhibitor's Manual is designed to assist in your preparation for the upcoming "4th QS-MAPLE 2014" exhibition. You should have a full set of the Exhibitor's Manual, which comprises of the following:

INFORMATION/SCHEDULES
Contact details
Checklist
General Information
In-Hall Operations Schedule
Rules & Regulations

APPENDIX
Fascia Name Form
Electrical Hire Form
Furniture Hire Form
Furniture & Accessories Catalogue
Exhibition Hall Floor Plan

Note:
Exhibitors are strongly recommended to study the contents of this Exhibitor's Manual carefully and act on all relevant matters promptly so that your requests can be processed smoothly. Please remember to make a copy of the order forms for your reference before submission.

ORGANIZER: -
c/o QS Asia Quacquarelli Symonds Pte Ltd
Address:
20 Sin Ming Lane, Midview City
#02-61, Singapore 573968

Ms Crystal Tan
Events Executive
Tel: (65) 6457 4822
Fax: (65) 6457 7832
Mobile: (65) 9697 1799
E-mail: crystal.tan@qs-asia.com

Ms Kim Tan
Events Manager
Tel: (65) 6457 4822
Fax: (65) 6457 7832
Mobile: (65) 9766 1090
E-mail: kim.tan@qs-asia.com

For all enquiries on technical matters and on-site operations, please contact:

OFFICIAL STAND BUILDER / CONTRACTOR:

Pico International LLC
Mazaya Business Avenue, Jumeirah Lakes Towers (JLT)
Building AA1, Level 12, PO Box 37679
Dubai, United Arab Emirates

Ms Jenifer Abustan
Tel: +971 4 420 4028 | Fax: +971 4 420 4038 | Mobile: +971 50 544 6341
Email: jenifer.abustan@ae.pico.com / solomon.antiojo@ae.pico.com

OFFICIAL FREIGHT FORWARDER:

Schenker Singapore (Pte) Ltd
Fairs & Exhibitions Department
2 Changi South Street 2
Singapore 486759

Mr Joseph Lam / Ms Serena Chew
E-mail: joseph.lam@dbschenker.com / serena.chew@dbschenker.com
Tel: +65 6245 5395 / 5355
Mobile: +65-96609039 / +65 9680 0977
Fax: +65 6245 5385

CHECKLIST

IMPORTANT

All compulsory forms must be completed and returned by exhibitors, even if the services are not required or not applicable. For services not required, simply indicate **"not required"** across the forms. Services cannot be guaranteed for forms that are returned late. Exhibitors who contract for space after the stipulated deadlines are to return the forms immediately.

Orders are valid only when accompanied with payment received in **full**. Orders without payment will not be entertained.

S/N	DESCRIPTION	SUBMISSION DEADLINE
1	Exhibitor Profile Form	**4 April 2014**
2	Freight Forwarding/ Shipping of Materials	**10 April 2014** **(Please consult Schenker for the exact deadline)**
3	Hotel Reservation Form	**11 April 2014**
4	Complimentary Registration Form (registration fee waived for ***two*** exhibitors)	**18 April 2014**
5	Fascia Name Form	**15 April 2014**
6	Electrical Hire Form	**15 April 2014**
8	Furniture Hire Form	**15 April 2014**

GENERAL INFORMATION

THIS EXHIBITOR'S MANUAL FORMS A PART OF THE TERMS & CONDITIONS STATED IN THE CONTRACT FORM.

1. Venue

Dusit Thani Abu Dhabi
925, Muroor Road - P.O.Box 52799
Abu Dhabi, United Arab Emirates
Phone +971 2 698 8888
Web: www.dusit.com/dtad

Event contact person:
Mr Rami Mostafa
Director of Events
Direct: +971 (2) 698 8334
Mobile: +971 (50) 443 1976
Fax: +971 (2) 698 8899
Email: rami.mostafa@dusit.com

2. Operations/Event schedule

Build-up : 5 May 2014
00:00 – 18:00
(Official contractor: Pico International LLC)

5 May 2014
15:00 – 19:00
(Other non-official booth contractors engaged by exhibitors for special design construction.
Please refer to In-Hall Operations Schedule point 6 for more details)

Exhibitor registration & move-in	:	5 May 2014	15:00 – 19:00
Exhibition	:	6 May 2014	08:30 – 21:30
		7 May 2014	08:30 – 18:00
Teardown	:	7 May 2014	18:00 – 20:00

Admission

6 May Open to delegates only
7 May Open to delegates only

3. Stand cleaning

The Organizer provides general cleaning of stands and gangways. All exhibitors are responsible for their own removal of bulky stand materials or crates/pallets during exhibition build-up and teardown. Exhibitors are reminded not to obstruct the gangways with their exhibits during the build-up. The organizer reserves the right to invoice any exhibitor for any removal of excessive stand materials that are left behind by them. **No crates, cartons or packing materials are allowed behind exhibitor's booths along the walls of the exhibition hall.**

Indemnity

The exhibitor will be responsible for all damage caused either to the venue or any other part of the complex by any person in attendance at the event (other than those under the control or direction of the Hotel) or any contractors engaged by the client for the event and the exhibitor must immediately pay the hotel, on demand, the cost of rectification of any damage.

4. Security

General hall security will be provided by Dusit Thani Hotel during the build-up, event days and teardown. However, the hotel is not able to provide guaranteed protection against theft. It is the responsibility of the exhibitors to ensure that their valuables, i.e. money, handbags and wallets are kept in lockable cupboards (out of sight and reach) and are removed from the hall daily. The exhibitor is fully responsible for any item lost or stolen at their own booth and it is the exhibitor's responsibility to contact the police to make any report.

5. Insurance

Please be advised that the exhibitor is responsible for any injury sustained by any person(s) while working or visiting the booth during this period. All exhibitors are advised to take up insurance coverage against theft or loss of goods and third party injury.

6. Food & beverage

The venue owner does not permit any outside catering within their premises. Please arrange with the organizer if you need any catering services during the event.

7. Power supply & general lighting

The Organizer will provide general hall lighting during the exhibition period.
Supplies to stands will be switched off at source 30 minutes after the exhibition closes each day. **Exhibitors requiring 24 hours supply must indicate their request in writing. Any additional costs incurred will be borne by the exhibitor.**

8. Electrical installations & fittings

Please note that only the official stand-builder/technical services provider can execute electrical wiring/fittings in the booths/hall.

Exhibitors and independent contractors must note that **all power outlets are for single machine/product use**. These power outlets are not allowed to be used for illumination purposes (e.g. spotlights/downlights affixed in existing display showcases etc). **Usage of multi - plugs and extension cords is strictly prohibited**. All space-only stands need to order for main power from the official contractor, Pico International LLC.

The Organizer reserves the right to refuse connection to any exhibitor whose equipment is deemed unsafe.

9. Lifts

Passenger lifts are not to be used for transporting freight or equipment and furniture including tables, chairs, boxes etc. The use of trolley is prohibited in the passenger lifts.

10. Freight forwarding

Schenker Singapore has been appointed as the official freight forwarder for the 4th QS-MAPLE 2014. Please refer to the shipping manual here: http://www.qsmaple.org/4thqsmaple/index.php/exhibition/freight-forwarder for your shipping needs.

Please **DO NOT** send your items to the venue directly without informing the organizer. It is strongly recommended to use our official freight forwarder for storage and delivery services to ensure your materials arrive on time on the day of move-in.

11. Exhibitor badges

Each exhibition booth will be entitled to ***two*** complimentary exhibitor badges. The fee for each booth assistant is US$300 for 2 days. Badges **must be worn at all times** during this period. For security reasons, these badges are **strictly non-transferable**.

12. Exhibitor Profile in QS-MAPLE Conference Program Book

All exhibitors will receive a free 50-word profile listing in the Conference Program Book.

This book is the official conference program and exhibition guide. Every delegate will be given a copy of the Conference Program Book and it will be circulated in the press and distributed widely for publicity purposes.

Please email your profile within a week upon receipt of email confirmation to Ms Crystal Tan at crystal.tan@qs-asia.com

13. Accommodation & Airport Transfer

QS-MAPLE has negotiated for special rates with our four official hotels that are within proximity of the conference venue. To enjoy this special rate, please select from the four hotel options, complete and return the reservation form to the hotel directly with the contact details given on the form itself.

Please refer to the list of official hotels here:
http://www.qsmaple.org/4thqsmaple/index.php/host-city-2014/official-hotel

Please note the deadline on the reservation form. All late bookings will be subject to availability at a higher room rate.

Prior to your travel, please ensure your passport has a validity period of at least six (6) months from the date of entry and a valid visa (if applicable) to United Arab Emirates.

14. Visa

Travelers from countries not listed under the visa exemption list will need to arrange a visa in advance of travel and this can be arranged from our dedicated travel partner: Dnata Travel.

Alternatively if you are flying Emirates or Etihad, a visa can be arranged by either of them.

Click here for Visa information from Emirates Airlines or Click here for Visa information from Etihad Airlines.

Dnata can arrange for a UAE Tourist Visa for 28 days at a cost of AED 500 (approx. US$140) and the requirements are as follows:

Below are the requirements for UAE Tourist Visa:

1. Filled and signed visa application form
2. Clear passport copy (color; scanned)
3. Clear passport size photograph (white background)
4. Guarantee letter (to be filled and signed in company letter head)

PS: All documents will be accepted only in JPEG format. Please be informed that Dnata will not be applying for the visa unless they receive the guarantee letter completely filled and signed on your company letterhead.

Important Notes:
- Passenger can enter the country within 59 days from the issue date (check the visa copy details).

- Passenger can stay in UAE for 30 days from the entry date.
- The visa is valid for one entry only.
- If the visa details do not match the passport please inform Dnata within 24hrs.
- Visas issued under Dnata sponsorship are not eligible for work.
- Ensure that the passenger leaves UAE within the specified time limits of the visa validity.
- Any Overstay beyond duration of visa will attract heavy fines and penal action.
- Any payment made for the visa processing is non-refundable.
- Non-extendable/Non-transferable visas
- No original/pink copy will be provided

Note: The decision to grant or refuse a visa is the sole prerogative of the Government of Dubai/ DNRD. Dnata Corporate Visa Department does not in any way influence the same.

Below is the list of contact people of Dnata:

Primary contact	**Alternative contact**
Ms Gowri Nair Tel : +971 2 6441335 Mobile: +971 56 2167039 E- Mail: gowri.nair@dnata.com	Ms Nishi Basheer Tel: +971 2 6441335 Mob : +971 056 6869909 E- Mail: nishi.basheer@dnata.com
Ms Diana Galazo Tel : +971 2 6441335 Mob : +971 056 2166972 E- Mail: diana.galazo@dnata.com	Mr Logi George Tel : +971 2 644 1335 Mobile: +972 056 8187579 E-Mail: logi.george@dnata.com

For more information regarding visa requirements, please visit the Abu Dhabi Government website: https://www.abudhabi.ae

If you require our assistance to issue an invitation letter for your visa application, please provide the following details and send an email to register@qs-asia.com:

Name (according to passport):
Designation:
Department (if any):
Institution/Organization:
Country:

IN-HALL OPERATIONS SCHEDULE

BUILD-UP PERIOD	DATE	TIME
Move-in of official stand builder/technical services provider	5 May 2014	00:00 – 18:00
Exhibitor registration & move-in	5 May 2014	15:00 – 19:00
All booths to be ready by	5 May 2014	19:00

EXHIBITION OPENING PERIOD	DATE	TIME
Exhibition	6 May 2014	08:30 – 21:30
Exhibition	7 May 2014	08.30 – 18:00

TEAR-DOWN PERIOD	DATE	TIME
Exhibitor moves out of the hall	7 May 2014	18:00 – 20:00

**The above timing is accurate at time of print and is subject to change.*

Note:

1. No late work is permitted. Independent stand fitting contractors must complete their work according to scheduled list. Overtime work may not be permitted, and if permission is sought from the organizer, the contractor has to pay the hall owner the required overtime charges.

2. All exhibits must be in place by 19:00, 5 May 2014. Please have all crates and cartons unpacked rapidly so they may be removed to storage to keep the aisles clear.

3. Exhibitors will be allowed in the exhibit hall 30 minutes before it opens and may also leave 30 minutes after closing.

4. Exhibitors may begin to pack materials, supplies and literature when the exhibit closes on **7 May 2014** at **18:00.** It is strictly forbidden to begin dismantling before this hour.

5. All display materials must be cleared from the exhibit hall by **20:00, 7 May 2014.** If an exhibitor fails to remove their exhibit, the organizer reserves the right to remove it at the exhibitors' expense.

6. Should the exhibitor be engaging third party contractor, the set-up timing is from 00:00 – 06:00 for noisy work. The set-up can continue during daylight hours, subject to complying to no noise (drilling, hammering, cutting etc) rule and ensuring the exhibition area is maintained clean and in an orderly manner.

7. **Internet access**
   Complimentary Internet access will be provided to delegates at exhibition area throughout the whole event. However, should you require high speed internet, kindly contact the hotel directly for this.

RULES & REGULATIONS

The rules and regulations listed below are designed for the protection of all exhibitors. Exhibitors and their appointed agents/contractors must observe the rules and regulations stated in this Exhibitor's Manual.

Default in occupancy

Any exhibitor failing to occupy the contracted space is not relieved of the occupation or payment of the full rental of such space. All display systems and equipment/products must be installed and completed by **19:00, 5 May 2014.** Unoccupied space may be repossessed by the organizer for any purpose as it may see fit. Failure to notify the organizer of cancellation in advance will cause exhibitor to lose priority for exhibition space.

Reselling/Use of space

The exhibitor may not assign, sublet or resell, in whole or in part, their contracted space without prior permission from the organizer. The contracted exhibitor may share this space with affiliated co-exhibitors, providing that the primary identification on the structure is that of the primary exhibitor. All co-exhibitors must comply with all exhibitor conditions and rules and regulations. The contracting exhibitor will be primarily liable for all financial and performance covenants to all parties involved.

Violations and penalties

The organizer may, at its discretion, reduce priority points for violation of these rules and regulations. In addition, substantial violations of any of these rules and regulations by the exhibitor shall make the exhibitor liable to forfeit their payment to the organizer. It is to the exhibitor's advantage to contact the relevant parties prior to arriving on exhibition site for all queries.

Upon evidence of any substantial violation, the organizer may enter and take possession of the space occupied by the exhibitor and may remove all persons and goods at the exhibitor's risk. The exhibitor shall pay all expenses and damages, which the organizer may thereby incur.

THE ORGANIZER RESERVES THE RIGHT TO PURSUE ANY ACTION IT DEEMS NECESSARY IN THE BEST INTEREST OF THE EXHIBITION AND IN FAIRNESS TO ALL EXHIBITORS.

Liabilities

The exhibitor assumes the full financial liability for damage to the facility or neighboring exhibits caused by the construction of the exhibitor's stand structure.

The exhibitor may not apply paint, lacquer, adhesives or other coating to columns, walls or floors of the venue or material provided by the official stand builder on rental basis.

In the event that any part of the exhibit hall or material is destroyed or damaged the organizer reserves the right to cease permitting any exhibitor to occupy the assigned space during any period of the exhibition. In the event that occupation of the assigned space during any period of the exhibition is prevented by strike, acts of nature, national emergency or other causes beyond the control of the organizer, the exhibitor hereby waives any claim against the organizer, including a refund of rent paid for the period it was prevented from using the space.

Limitation of liability/insurance

The organizer would like to remind the exhibitor of the limits of liability as agreed to on the original signed contract for exhibit space.

FILM AND AV DEMONSTRATIONS/CENSORSHIP/COPYRIGHTS

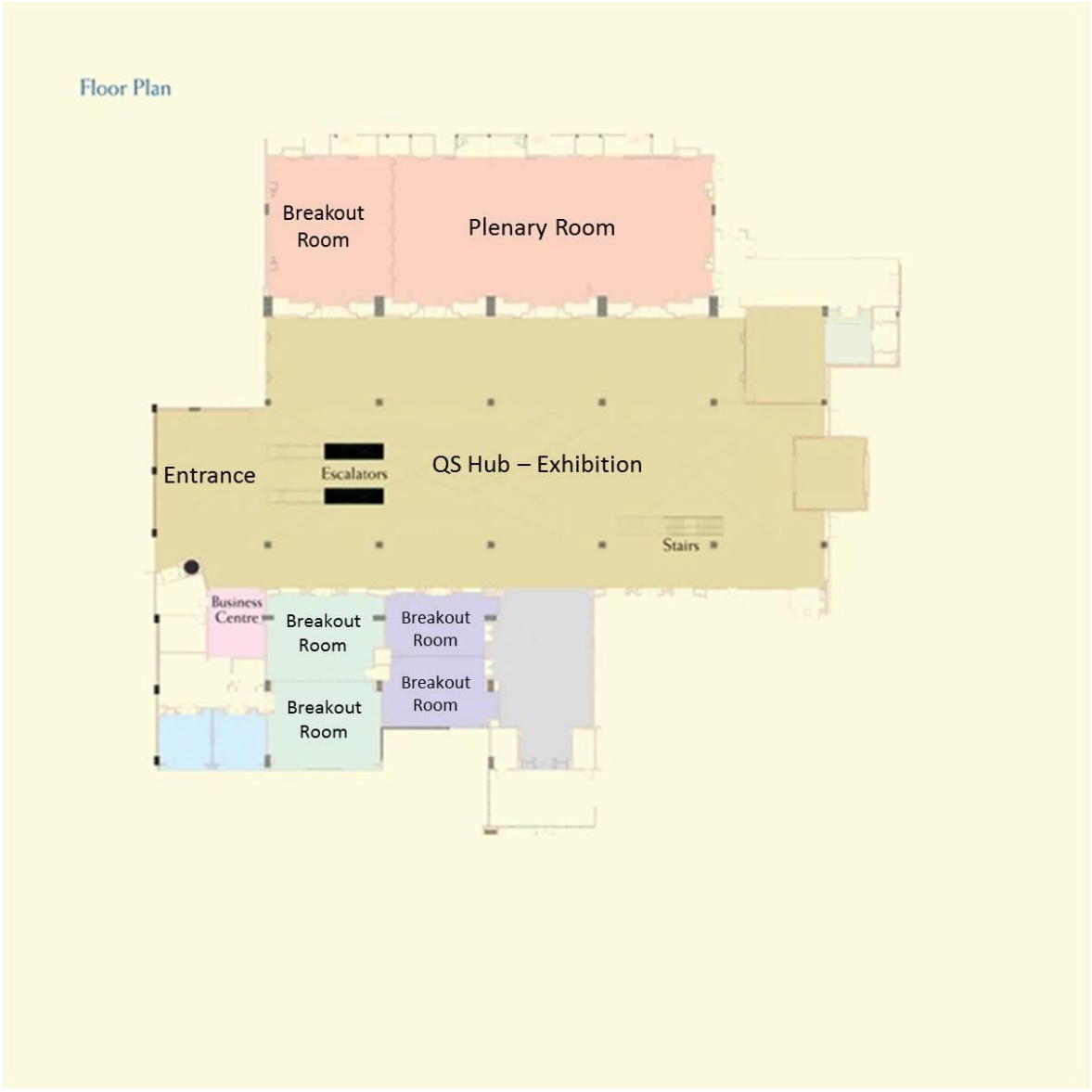
It is the responsibility of the exhibitor who wishes to play audio/visual material at their booth to secure the necessary copyright permit if necessary. The organizer bears no responsibility for any legal actions, fines, litigation etc incurred by any exhibitor who has not obtained the said permit.

Audio/Visual display sound must be set at a level that will not interfere with or annoy other exhibitors. The organizer reserves the right to reduce the sound level and/or switch off any audio/visual display that causes complaints. The organizer's decision is final if such a dispute arises.

PROMOTION DURING THE EXHIBITION

Exhibitors are not permitted to place stickers, signs or posters anywhere in the hall other than within their own stand. Likewise, exhibitors' representatives are not allowed to distribute brochures, pamphlets etc along the gangways, near entrances/exits and lifts. The organizer and venue owner have the right to remove anyone flouting this order.

GENERAL FLOOR PLAN



BOOTH LAYOUT PLAN

Kindly refer to: http://www.qsmaple.org/4thqsmaple/index.php/exhibition/floor-plan

SMOKING POLICY

Smoking is prohibited in all public areas, inclusive of foyers, registration counters, meeting rooms, organizer's office, restrooms, hospitality lounges and exhibition halls.

PHOTOGRAPHY OF EXHIBITS

Photography of exhibits and displayed equipment (other than your own) is strictly prohibited. Please note that other exhibitors have the right to request that photographs are not to be taken without prior permission.

Audio/tape recordings within the exhibit hall or meeting rooms are prohibited. The appointed photographer by the organizer and the press are exempted from this rule.

STORAGE

The organizer is unable to provide storage facilities in the hall for any packing cases, surplus materials or other properties of the exhibitor. Arrangements for its safekeeping must be made with the official freight forwarder.

REMOVAL OF WASTE

During the build-up and teardown days of the exhibition the aisles of the hall must not be obstructed with packing and construction materials or debris. "Bare Space" independent stand contractors or stand interior decorators are responsible for removing their own building waste and off-cuts from the site at the end of each day.

At the end of the exhibition, contractors must remove from the site all the materials, especially the double-sided carpet tape used on their clients' stands, by the hours stated in the In-Hall Operations Time-Table. If the contractors fail to do accordingly, their performance bond funds will be used to pay for such removal by the official cleaning agency.

The organizer reserves the right to charge any exhibitor concerned who has no performance bond placed with the official stand builder for removal of excessive waste (stand construction debris, crates/pallets, cartons, packing materials or literature) on the exhibition floor. Exhibitors are advised to remind the stand contractor hired (other than the official stand builder) to remove all material before leaving the hall. *Removal of crates and/or cartons remains the responsibility of the exhibitor.*

DILAPIDATION

Exhibitors are responsible for the cost of any damage or dilapidation to the exhibition premises, whether caused by themselves, their agents and contractors or by any person or persons employed or engaged on their behalf by such agents or contractors.

OPERATION OF STANDS/CONDUCT AND BEHAVIOUR

All exhibition stands must be fully staffed and operational throughout the opening hours of the Exhibition. Exhibitors must not participate in any activity that causes, or is likely to cause, annoyance to visitors or other exhibitors.

All activities of the exhibitor and the exhibiting staff must be confined to the stand or site allocated. No advertising or canvassing for business may take place elsewhere in the exhibition hall. This includes the distribution of leaflets, brochures, journals etc.

FORCE MAJEURE

The exhibition may be postponed, shortened or extended due to any cause whatsoever outside the control of the organizer. In such an event, the organizer shall not be responsible for any loss incurred by the exhibitor directly or indirectly attributable to the elements of nature, force majeure or orders and directives by any governmental authority, and fees paid by the exhibitor, in full or any part thereof, are refundable at the sole discretion of the Organizer.

AUTHORITY OF PREMISES

In the event of any problems or disputes on-site, the decision of the organizer, being lessee of the premises, will be final. The organizer also reserves the right to amend any earlier decision made in order to meet and satisfy any unforeseen or prevailing circumstance for the benefit of the exhibition and concerned parties.

PAYMENT OF EXHIBITION SPACE

No exhibitor may begin stand construction or move their exhibits into the hall or surrounding area until the organizer has received full payment.

ELECTRICAL SUPPLIES AND INSTALLATION

Shell Scheme stands are provided with one 250W square-pin standard socket and one 40W fluorescent tube light mounted on one track per 9 square meters Lights will be fitted behind the fascia or to the roof support beam and socket outlet at floor level on the rear wall. Additional lighting or power points may be ordered using the Shell Scheme Electrical Order. If you require your lighting or power points to be positioned in specific locations on your stand please mark on the Grid Plan. If you do not indicate positions, the fitments will be fixed in positions thought appropriate by PICO staff and any changes will incur charges.

For safety reasons and the protection of electrical installation at the exhibition premises, all power installations from source to outlet (exhibition stands) must only be carried out by the appointed Technical Services Provider, PICO International LLC. All distribution boxes where required and deemed necessary by the technical services provider will be hung or mounted on the walls or structures of the stand. Please inform your stand contractor about the positions where such distribution boxes can be mounted. Any deviation from this regulation will only result in supplies not being switched on until the exhibitor submits in writing to the organizer or the technical services provider to discharge us from any liability whatsoever. The organizer seeks your kind cooperation in this matter, as it is beneficial to all parties concerned.

Each electrical supply provided is intended for one equipment or machine on display. Multipoint socket outlets are not permitted as an overload may be caused, leading to a trip in the incoming power supply. Severe trips may take hours to rectify, thereby causing inconvenience to all exhibitors.

No electrical installation or fittings may be suspended from the ceiling of the hall or fixed to any part of the building structure without the prior permission from the organizer and the venue owner. If permitted, a fee may be levied.

PICO (in consultation of the organizer) reserves the right to disconnect electrical supply to any installation not supplied and fitted by them from your stand, which in the opinion of the electrical/safety officer is dangerous or will cause annoyance to visitors or to other exhibitors.

Please place orders early to facilitate submission of electrical plans to the relevant authority for approval. Late or wrong orders will cause delays in the supply to your stand. Please note that the physical conditions of the exhibition, being different from those of the exhibitor's premises, may affect the electrical supplies and installations and thus allowances must be factored into the orders made.

Requests for any item not listed in the form can be directed to the technical services provider, Pico International LLC.

Supplies to stands will be from 30 minutes before and 30 minutes after exhibition hours each day. Supplies to stands during the build-up and teardown periods are stated in the timetable of in-hall operations.

During build-up, PICO's site office is open to offer any help whenever needed. Pico International LLC electricians are available throughout the exhibition to assist in solving any problems on your stand. Any issues need to be addressed to the on-site office for quick and immediate assistance.

STAND CONSTRUCTION

Exhibitors and their contractors must take note and adhere to the timings for the build-up and teardown periods stated in the in-hall operations schedule when preparing and constructing their stands and exhibiting displays. Extension of these timings may not be possible. If extensions are granted, the charges involved would be very costly, and must be borne by the exhibitor or their contractor concerned.

The organizer has appointed Pico International LLC, as the official stand builder for all shell scheme package stands. An exhibitor may employ a contractor of its choice to construct stand interiors and any free-standing display or fitment that may be required, subject to the following rules and regulations:

Exhibitors are responsible for the cost of restoring any damage or dilapidation to the stand structure, floor covering, light fitting, or any part thereof, caused by themselves, their agents or by any person employed or engaged on their behalf.

No additional fittings or displays, including additional name boards, covers, logos, balloons etc are to be attached, nailed, screwed or drilled to the stand structure provided by the official stand builder. If this instruction is ignored, the official stand builder (Pico International LLC) reserves the right to charge the exhibitor or contractor concerned for any damage to their materials. The official stand builder (Pico International LLC) may provide assistance in hanging or displaying exhibits on the stand structure whenever possible. Please consult them if you require their assistance. Any cost incurred will be borne by the exhibitor.

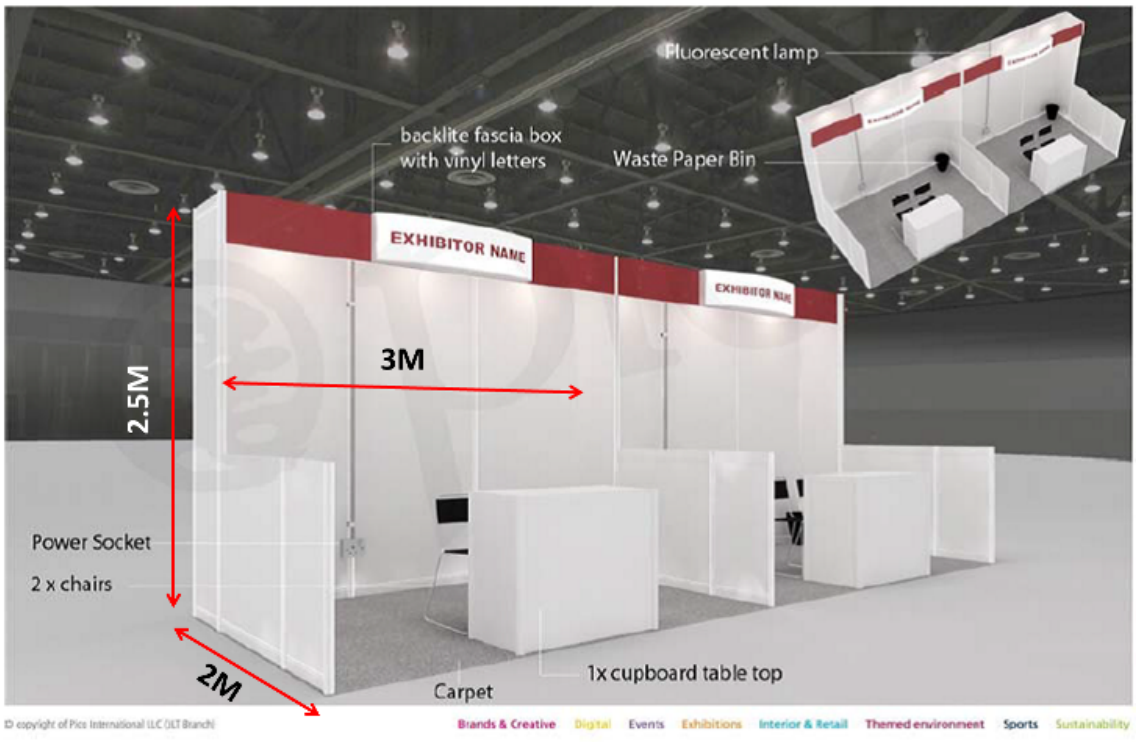
No painting, wallpapering or pasting on panels is allowed. Exhibitors who wish to have such works done on the panels must inform the official stand builder, who will provide a quotation and carry out the work. Any double-sided or adhesive tapes belonging to the exhibitor or contractor **must be removed from the panels after the exhibition before leaving the premises.**

No financial credit or item-exchange will be given by the organizer or the official stand builder (Pico International LLC) for any shell scheme package items not utilized.

SHELL SCHEME EXHIBITORS

Pico International LLC has a complete range of furnishings, stand fittings, graphics and lighting to decorate and make your stand exclusive. **Please ensure that any standard items hired by you for the exhibition are supplied by the official contractor, Pico International LLC. All standard items supplied by other contractors are not authorized and may be removed from your stand.** All standard items are supplied by the official contractor – PICO and are on a rental basis.

Exhibition Area - Shell scheme (3x2)



**For Illustration purpose only*
**Subject to change*

Shell scheme stand will be provided in aluminum white powder coated profile with white infill panel. Provide 50cmW for the side panel and 1mH panel supporting the main structure

Floor Covering
All stands will have grey color needle punch carpet.

Fascia
Red fascia board displaying exhibitor name in English and stand number in white computer cut vinyl sticker; exhibitors requiring a logo on their fascia will be charge as extra cost.

Electricals
Each stand is provided with one 40W tube lights on a 1 meter track per 9 square meters and one 250W square-pin power socket at floor level on rear wall.

Furniture
Each stand is provided with one 76cmH system lockable cabinet, two black chairs with chrome legs and one waste paper basket.

The fascia, shell schemes and plug points belong to Pico International LLC. Any damage to this will be for the exhibitor's account. No painting of panels will be allowed unless discussed with the organizer. If paint techniques are part of your display, Pico International LLC will be able to supply damaged boards in order for you to do so. No holes may be drilled or hammered into any of the sections – please use prestik/double-sided tape.

Ensure that electrical products are in good working condition. Only ONE double adapter per power point is allowed. Multi-way adapters are not allowed. No venue property shall be damaged and exhibitors responsible for this will be held liable for any damages. Any item of display may not project over the frontage of the stand space or be allowed to encroach into aisles.

The following applies specifically to space-only stands: Please ensure that your display is of a high and acceptable standard. Any exhibit or process which generates noxious or toxic fumes, exhaust or smoke will not be tolerated. In the interest of the exhibition as a whole, it may be necessary to remove or alter something in a stand if the organizer feel this action must be taken. This will be at the expense of the offending exhibitor.

Graphics and Signages

PICO can provide you with graphics and signages should you require any. Please do advise your requirements so that a quote can be provided for the same. Once the graphics are confirmed, the artwork needs to be sent to PICO in Hi res format in order to print. Full payment is required before the production/printing of the graphics. PICO's onsite offices will be pleased to provide you with any assistance which you may require, as well as accepting additional orders and outstanding payments.

Stand Boundaries and Design Restrictions

Please ensure the design of your stand befits not only your company's standards, but also those of the exhibition. Exhibition Management reserves the right to disallow stand plans and designs should they be deemed to be inappropriate. Designs must be of acceptable standard.

No exhibitor may place any display material and exhibit or allow a dividing wall or any part of their stand design and fitting beyond their contracted boundary.

All stands, irrespective of height must have at least one half of any of the frontages facing an open aisle. The maximum height allowed is 2.5 meters.

Additional Furniture, Lighting, A/V Equipment or Plants
These can be ordered directly from Pico International LLC on the attached order form. Payment for this additional equipment will be for the customer's account and paid directly to Pico International LLC before the event.

SERVICES GUIDE OF PICO INTERNATIONAL LLC

Please direct any queries regarding services to:

Pico International LLC
Level 12, Building AA1.
Mazaya Business Avenue.
P.O. Box 37679
United Arab Emirates

Tel: +971 4 4204028
Fax: +971 4 4204038
jenifer.abustan@ae.pico.com
solomon.antiojo@ae.pico.com

Order confirmation & delivery
Once your order has been processed you will be issued a Pico International LLC invoice which is your order confirmation and must be brought to the exhibition along with proof of payment. Your order will be delivered to your stand by the Pico International LLC services team, during build-up of the Exhibition.

Deadline for services orders
All orders for services must be received before **15 April 2014**. There will be a 20% surcharge for orders received after the deadline.

Payment
No services will be supplied or installed until payment is received in full.